



EDI Testing Process for Suppliers of HD Supply Electrical

1. Complete the **EDI Supplier Trading Partner Profile** and return via email to electrical.edi@hdsupply.com. We prefer that you provide an email address that is a distribution list so that we don't have to update this address each time you have associate turnover.
2. Complete and sign the **EDI Trading Partner Agreement** and return via mail to the address below or scan a signed copy and email to electrical.edi@hdsupply.com
HD Supply Electrical, Ltd.
501 W Church Street
EDI Group – 4th Floor
Orlando, FL 32805
3. You will be assigned an HD Supply EDI Specialist who will contact you and schedule a test date for us to transmit an 850 Purchase Order
4. You will find the HDS Electrical EDI TP Info on <http://supplier.hdsupply.com>
5. You will also find our EDI maps for 850, 855, 810 & 820 on <http://supplier.hdsupply.com>.
You must map to us (no exceptions)
6. Suppliers are required to trade the 850, 855, 810, 997 and 820 EDI Transaction sets.
7. If necessary, request an interconnect to both our TEST and Production ISA numbers. Contact Sterling Commerce at 877-432-4300 or customer_support@stercomm.com
8. Download an HD Supply Electrical branch listing from <http://supplier.hdsupply.com> (Excel Spreadsheet) and update your customer records within your billing & EDI systems to reflect each of our HD Supply Ship To locations.
9. If your EDI translator/process uses our internal part number to cross reference our product to yours and you need a list of these numbers please request our product file for your products by emailing electrical.edi@hdsupply.com
10. Make sure you send the 4 digit branch number in the N1|BT|04 segment of your EDI 855 Purchase Order Acknowledgment and 810 – Invoice. We will automatically reject documents missing this information. **Note:** we drop the leading zeros when sending the 850 however we require them on the 855 & 810.
11. As stated in our EDI maps, HD Supply transmits a UPC code, HD Supply Product ID, Vendor Part Number or a Non Stocking Product ID along with its description within our EDI 850 purchase orders.
12. On your scheduled test date HD Supply will transmit two test 850 purchase orders. One will be a stock order that will contain a stocking item as we'll as a non-stock item. The second will be a drop ship or direct. It is important that your system can accommodate an HD Supply Non Stock item and that you have a process work flow for these with your Customer Service Reps
13. Within two weeks of receiving your test 850, HD Supply expects you to return a test 997, 855 and 810.

14. If we find errors in your 997, 855 or 810 test documents we will return an error email that outlines the issue. You will have one week after this notification to fix the issue and resubmit the test.
15. Inform your customer service reps (CSR) when we go into production with EDI. If there is any questions to products on our EDI 850 you must display the buyers name and phone number that we send in the EDI 850.
16. All correspondence with HD Supply EDI group must be made via email electrical.edi@hdsupply.com
17. After go live you will be notified by email of any errors in your EDI 855 or 810. Therefore it is important that the email address you supply in your EDI Trading Partner Profile be an email distribution list in case you have any associate turn over.